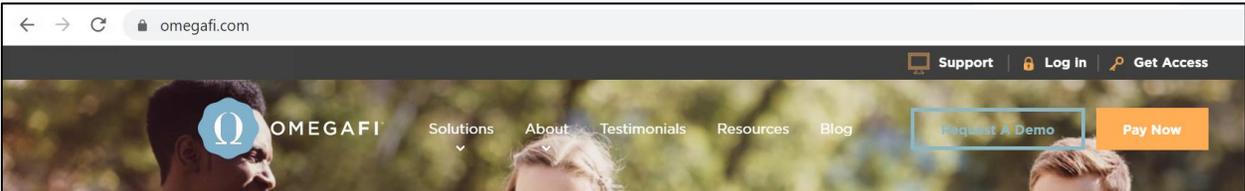
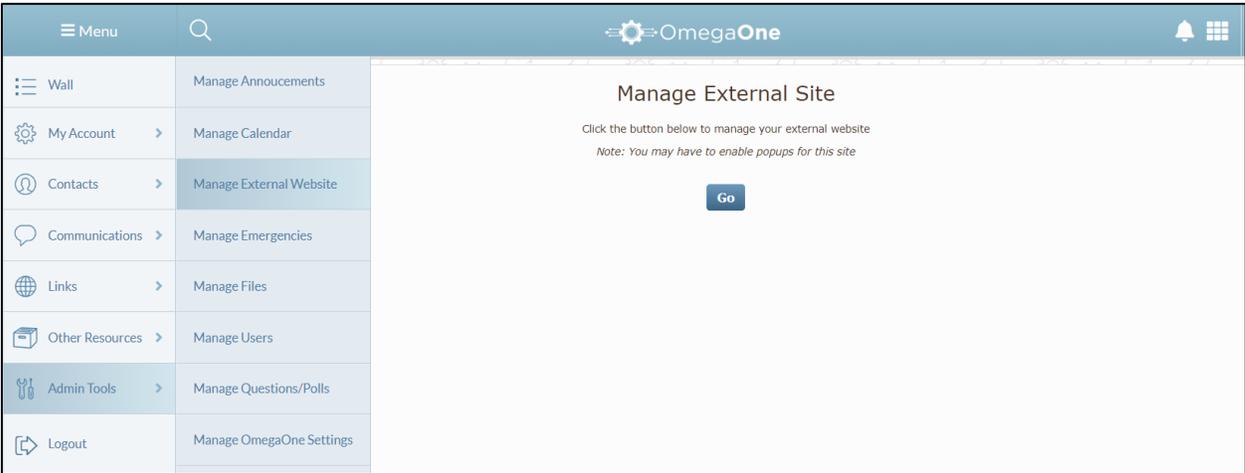


# Updating Your Website | OmegaOne

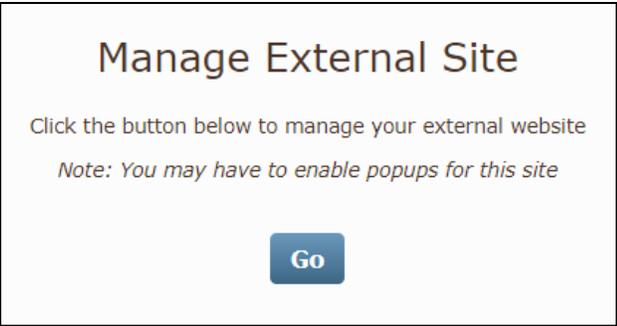
Your chapter’s website can be managed through OmegaOne. If you have not yet done so, please go to *omegafi.com* > *Get Access* to register for OmegaOne.



1. Once you have registered and signed into OmegaOne, you will want to go to *Menu > Admin Tools > Manage External Website > Go*. If you do not have this option in your menu, please contact a chapter administrator to have your access level updated to be an administrator.



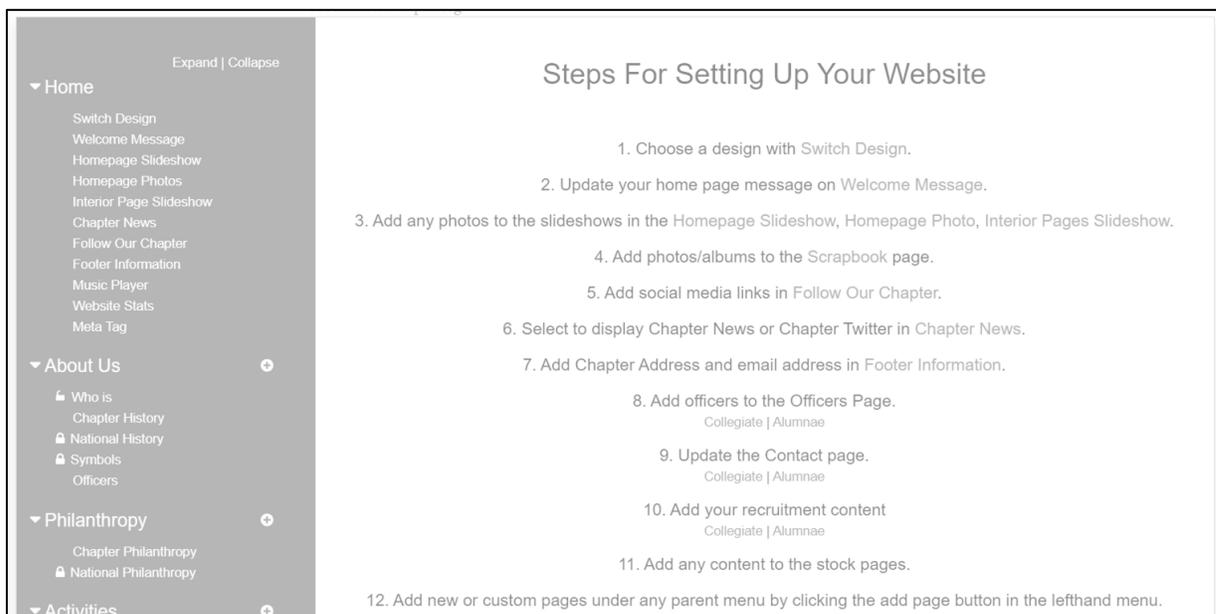
2. Once you have selected “Go” a new tab should open in your browser. Please make sure you have enabled popups for this site.



**For more information or with questions, contact:** Our customer service team at [customerservice@omegafi.com](mailto:customerservice@omegafi.com) for assistance. Our office hours are M-F from 8:30am - 5:00pm EST.

# Updating Your Website | OmegaOne

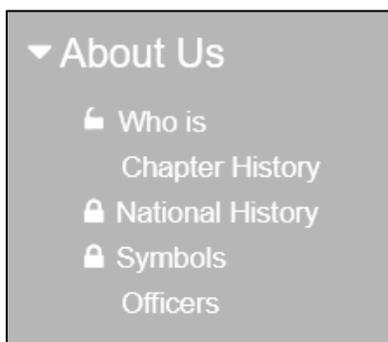
- This will bring you to the website management page. Immediately you will see steps for updating your chapter's website. You will want to review each of these steps to see if any of the content needs to be added or updated.



The screenshot shows a website management interface. On the left is a sidebar menu with categories: Home, About Us, Philanthropy, and Activities. The 'Home' category is expanded, showing options like Switch Design, Welcome Message, Homepage Slideshow, etc. The main content area is titled 'Steps For Setting Up Your Website' and contains 12 numbered steps:

1. Choose a design with Switch Design.
2. Update your home page message on Welcome Message.
3. Add any photos to the slideshows in the Homepage Slideshow, Homepage Photo, Interior Pages Slideshow.
4. Add photos/albums to the Scrapbook page.
5. Add social media links in Follow Our Chapter.
6. Select to display Chapter News or Chapter Twitter in Chapter News.
7. Add Chapter Address and email address in Footer Information.
8. Add officers to the Officers Page.  
Collegiate | Alumnae
9. Update the Contact page.  
Collegiate | Alumnae
10. Add your recruitment content  
Collegiate | Alumnae
11. Add any content to the stock pages.
12. Add new or custom pages under any parent menu by clicking the add page button in the lefthand menu.

- Some pages will have a lock symbol that is either completely, or partially closed.
  - A fully locked page means that your national staff creates all the content on that page.
  - A partially locked page means that your national staff creates some of the content on that page, but there is also space available where your chapter can update or add content.



A close-up of the 'About Us' menu item in the sidebar. The menu is expanded, showing sub-items: Who is, Chapter History, National History, Symbols, and Officers. The 'National History', 'Symbols', and 'Officers' items have a lock icon next to them, indicating they are locked.